

**Carlisle Council on Aging Board Meeting
December 16, 2014
Carlisle Town Hall – Clark Room**

The COA Board chair called the meeting to order at 10:34am. Board Members Present: Liz Thibeault, Abha Singhal, Peggy Hilton, Liz Bishop, Elizabeth Acquaviva, Jean Sain, Lillian DeBenedictis, Donna MacMullan, Walter Hickman. Associate Members Present: Verna Gilbert, Reuben Klickstein, Joan Rosazza, Patti Russo. COA Staff Present: David Klein, Angela Smith. Friends of the Carlisle COA Present: Nancy Kuziemski.

Secretary Minutes - No corrections or amendments were made to December 2014 minutes. A motion was made to accept the November Minutes prepared by FY15 Secretary, Liz Bishop. The motion was seconded and carried by voice vote.

Director's Report including Transportation Report - David highlighted a few points outlined in his report and shared a bit of background funding of the Pilot Transportation program. He commented that he will approach the LRTA for clarification of the use of existing funds we receive and to request additional grant funds to cover our current and future transportation needs. David continued with information about the donation of monies from a generous citizen to be used to help acquire a new smaller COA Transportation vehicle as well as described the results received in response from our Request For Quotes (RFQ) from 3 car dealerships to follow the necessary procurement procedures. Of note, one of our drivers needed to tender his resignation due to a family emergency out of the country. A motion was made by Peggy Hilton to accept the November Director's Report. The motion was seconded and carried by voice vote.

Outreach and Program Manager's Report - Angela Smith commented on various portions of her monthly report making specific note that if checks are submitted to the Carlisle Salvation Army Kettle (at Ferns) one should write "for Carlisle" in the memo section. Then it will be applied directly for use in our town. A motion was made by Elizabeth Acquaviva to accept the November report submitted by Angela Smith. The motion was seconded and carried by voice vote.

Minuteman Senior Services - Jean Sain attended the December 3, 2014 Minuteman Senior Serves Board Meeting. She shared that Joan (Butler, Director of MMSS) reported that Governor Patrick announced 9c cuts to certain line items in the State budget affecting home care programs. Most of the cuts do not impact Minuteman clients at this time. After the committee reports, the Auditors presented their FY14 report. The report was all positive with no "Internal Control or Compliance" findings noted. Al Norman, Executive Director Mass Home Care (MHC), spoke on Advocacy Training. Jean has a printed copy of this power point presentation. Some tips for writing or calling your legislator shared by Al are: "1) Before you call, write "bullets" about what you want to say 2) introduce yourself, and where you are from - say where you work 3) know the number of the Bill and its title and 4) Explain why the bill is important to you." Former Representative Peter Larkin said his office "received so many calls, letters, faxes and emails from seniors that his fax machine was clogged and his email account crashed. There is no way a legislator can ignore that kind of advocacy." After the meeting we were treated to a hot lunch provided by Bateman the food service that provides meals for the Meals on Wheels (program). It was quite good. They are improving their menus by using fresh fruits and vegetables.

Friends of the Carlisle Council on Aging (FCCOA) Update - Friends Rep, Nancy Kuziemski, reported on the halfway point of their fund-raising season as well as commented on the Friends affirmative vote for the use of funds in support of purchasing the newest vehicle acquisition.

Social Worker's Report - The November report by our Social worker, Peter Cullinane, was distributed at the meeting.

Old/New Business:

Block Vote of the updates/amendments to the COA Council Board's Policies and Procedures - Liz Thibeault began by reminding the voting board members present that changes were made to the Policies and Procedures (aka, Bylaws) to reflect what occurs in practice. Liz T explained that as a group, she would guide us through the

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document by sections at meaningful breaks to amend the changes by block only after brief discussion and any last minute changes in format or wording.

After a brief discussion about formatting, a **motion** was made by Liz T to accept the beginning of the document as amended through section 1: Purposes of the Council Board and carried by voice vote.

A **motion** was made by Lillian D to accept sections 2: Offices and 3: Membership as amended at the floor of the meeting and carried by voice vote.

A **motion** was made by Jean to accept sections 4: Voting Rights of Members and 5: Council Board Meetings and carried by voice vote.

A **motion** was made by Liz Bishop to accept section 6: Officers of the Council Board as amended at the floor of the meeting and carried by voice vote.

A **motion** was made by Elizabeth Acquaviva to accept section 7: Procedures and carried by voice vote.

A **motion** was made by Jean to accept sections 8: Amendments and 9: Effective Date and carried by voice vote.

A final approved copy of these newly updated policies and procedures were distributed to the board and the Town Clerk via email to reflect how we really operate as a Board.

Civility - Liz T discussed the need to develop a policy regarding a code of conduct or civility for participants in COA programs, services and events. The Board made a recommendation for David to write up such code for the COA Department and the board to approve it at a later date.

‘Red Balloon Preschool’ Potential Space use Update - Abha, Verna, Donna, Liz Thibeault and Jean visited this available space for rent in the basement of the First Religious Society to assess how/if it could meet some of our needs. It was the consensus of the board that due to many issues (low ceilings, support posts, additional costs, not 100% designated to COA use), this space should not be under further consideration. David commented that even though we are not planning on renting the Red Balloon space on a long term basis, he would likely still proceed with inclusion of a request for a portion of the forthcoming Concord Carlisle Community Chest grant request to fund space for our programs. This portion of the new grant request may be done on a shared basis with the Recreation Department.

At this time a **motion** was made by Liz Bishop to extend the length of the regular meeting by 10 additional minutes that was carried by voice vote.

Respite care program - David and Angela gave some background and an update for the additional request to expand the CCCC grant request to “include geriatric care” (geriatric case worker hours) to give the town more flexibility to meet a broader base of citizen’s needs.

Sub-Committees Task Force and Groups Update:

Marketing and Communications Task Force (MCTF) - Liz T gave an update regarding the forthcoming presentation of the MCTF reports to David and Angela on December 22nd. Recommendations will be discussed more in depth in Q4 after allowing for some time to allow for intellectual digestion.

Transportation Task Force - David plans to arrange a January meeting of the task force and Walter has agreed to attend. Abha attended a Cross Town Connect (CTC) meeting and after giving a brief description of services they provide, she reported that there are currently 2 fixed routes connecting 2 nearby towns to the Cambridge area and we hope to one day provide our own fixed route service to connect to one or both of these. David circled back to CTC, mentioning that we may be able to leverage our LRTA funds to contract out some of our dispatch and/or driving services through CTC in the future.

Financial Report – Time did not permit approving the Financial Report section of the Director’s Report. A motion should be made next regular monthly meeting to cover both the November and December Financial reports.

A **motion** was made by Abha Singhal to adjourn the meeting at 12:14 pm. The motion was seconded and carried. The next COA Board Meeting will be held at **Town Hall, Clark Room at 10:30am on Tuesday, January 20th.**

Liz Bishop, COA FY15 Board Secretary